

There are two forms attached – the 40-Hour Course Sign-In Sheet and the 2020 COVID Liability Waiver and Acknowledgment Form. Both forms must be PRINTED, COMPLETED AND SIGNED. The Acknowledgment Form must also be INITIALED where indicated. **PLEASE BRING BOTH FORMS WITH YOU TO CLASS AND LEAVE AT THE REGISTRATION DESK.** Doing so will reduce Physical Contact and minimize Registration time.

## 40-Hour Course Sign-In Sheet

The Florida Department of Financial Services [FLDFS] requires that we provide a Certificate of Course Completion and e-file grades for those who complete the 40-Hour Title Agent Prelicensing Course and pass the end-course examination. ***Please print, complete, and sign the form in its entirety, including your Full Social Security Number as we must provide same to the FLDFS. Do not email the completed form.***

**Important:** If you have previously held a license issued by the FLDFS, or have recently established your online “MyProfile” page on the FLDFS website, please ensure that your NAME [as you provide it to us on the form below] matches the name shown on your “MyProfile” page on the FLDFS website.

*The FLDFS online system looks for a “match” between the NAME and SSN as we provide it to them in our e-filing to that already stored on its system [e.g., your “MyProfile” page]. If the information does not match, the FLDFS system will reject the e-filing.*

### **PLEASE PRINT NEATLY**

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

SS#: \_\_\_\_\_ Last 4 Digits of Photo ID [DL #]: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*In addition to the above, please **REVIEW, PRINT, INITIAL AND SIGN** the attached*

**COVID Liability Waiver and Acknowledgment Form.**

**BRING THE COMPLETED AND SIGNED FORM WITH YOU TO CLASS.**

### **Office Use Only**

Course City:  Oldsmar  WPB  Other: \_\_\_\_\_

Course Offering No: \_\_\_\_\_ Date: \_\_\_\_\_

# 2020 COVID Liability Waiver and Acknowledgment Form

The current novel coronavirus [COVID-19] pandemic has changed how industries across the United States and the world are conducting business. It has cast uncertainty and apprehension into even the most routine commercial interactions, resulting in businesses, as well as their customers, operating in uncharted territory amid unknown future risks. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and other health and safety measures. *These measures have and will continue to change over time.*

## Courses Held at Oldsmar Hampton Inn and Suites

As of June 2020, The Koogler Group resumed in-person classroom courses at the Oldsmar Hampton Inn and Suites. *The following information outlines the procedures taken by The Koogler Group, in concert with the Hampton Inn and Suites to support the health and safety of Students attending the 40-Hour Title Agent Prelicensing Course.*

1. The hotel ballroom, which comfortably seats 100, has been set to ensure full 6' x 6' Social Distancing. This limits attendance to a maximum of 40 Students.
2. The Course Instructor will be positioned at the front of the room with a minimum of 10' to 12' of space from the first row, to provide extra protection to those seated in the front row, during course instruction.
3. The hotel ballroom has also been divided into three separate Health Zones:
  - a. Elderly and Vulnerable — Front of room accessed by the front door
  - b. Young and Healthy — Middle of room accessed by the front door
  - c. Allergy Suffers [coughing/sneezing] — Back of room accessed by rear door
4. AM and PM breaks will be staggered, so that no more than 8-10 Students are on break at any given time. The Instructor will release Students for breaks by Health Zones and Rows.
5. Pinellas County currently requires wearing of facemasks inside all public spaces. This means that all Students are required to wear facemasks everywhere throughout the Oldsmar Hampton Inn except inside the meeting room and, for overnight guests, inside your sleeping room. There are no exceptions to this requirement.
6. The Course Registration Desk is located outside the hotel ballroom. Our [mask-wearing] staff will handle registration from 7 AM to 8 AM – extended time to promote Social Distancing for those waiting in line. You will be handed a teal packet containing Course handouts at point of Registration. Please minimize discussion, by having your Photo ID [driver's license or passport] out of your wallet and ready for inspection. Please also remember to bring both completed, signed, and initialed Forms and leave both at the Registration Desk.
7. The Oldsmar Hampton Inn and Suites complies with the most recent health and hygiene measures as posted on the Hilton website: <https://www.hilton.com/en/corporate/coronavirus/> including but not limited to:
  - a. Hotel teams receiving ongoing briefings and enhanced operating protocols;
  - b. Increased frequency of cleaning public areas (*including lobbies, elevators, door handles, public bathrooms, etc.*) and continuing use of hospital-grade disinfectant;
  - c. Adjusting beverage service in accordance with current food safety recommendations; and
  - d. Increased deployment of hand sanitizers and guest-accessible disinfecting wipes.
7. For those Students who are staying overnight at the Oldsmar Hampton Inn and Suites, please note that the hotel is a member of the Hilton family of hotels. Follow the LINK [<https://www.hilton.com/en/corporate/coronavirus/>] for the most current information regarding Hilton's Health and Hygiene information, which includes that your sleeping room will have a SEAL on the door, showing that no one has entered the room since it was cleaned via the new CleanStay standards. *Please direct any questions regarding CleanStay policies to hotel staff.*

## Student Acknowledgment and Waiver

The Koogler Group and the Oldsmar Hampton Inn and Suites have put in place preventive measures to reduce the spread of COVID-19; however we cannot guarantee that you and other will not become infected with COVID-19 or that you or others are already asymptomatic carriers of COVID-19. Attending any group activity within an enclosed space increases the potential for infection. Protection of yourself and others depends, largely, upon the cooperation of all Students [attendees]. Therefore, The Koogler Group, as Course Provider, has established the following Conditions for those attending the Course. Please initial next to each item to acknowledge that you have read and agree to comply with each Condition:

1. I agree not to attend the Course if I am experiencing any COVID-19 symptoms, including fever, cough, shortness of breath, chest tightness, difficulty breathing, or new loss of sense of smell. \_\_\_\_\_
2. I agree not to attend the Course if I have been caring for someone with COVID-19 symptoms or have otherwise been exposed to others with such symptoms. \_\_\_\_\_
3. I agree to follow 6' foot minimum Social Distancing at all times [Registration thru Course completion] and to wear a protective facemask in all public spaces of the hotel. \_\_\_\_\_
4. I agree to have my Photo ID [e.g., Driver's License or Passport] out of my wallet and ready to present at the Course Registration Desk – and, also, to refrain from unnecessary conversation. \_\_\_\_\_
5. I agree to print, complete, sign, and initial THIS form as well as the SIGN-IN form and to provide same at point of Registration – and understand that both forms are required for attendance. \_\_\_\_\_
6. I agree to purchase the Florida Study Manual for Title Insurance at least 3-5 days in advance of the Start Date of the Course [Order online at www.KooglerGroup.com]. In the event there is not sufficient time for textbook delivery [e.g., late registration], I understand the book will be shipped to the HOTEL at which the Course is being held and that I may pick it up at the Course Registration Desk.
7. I agree to sit in the proper Health Zone as defined hereinabove and to enter and exit through the assigned door to the ballroom/meeting room. \_\_\_\_\_
8. I understand that AM and PM breaks will be staggered and that Students will be released for breaks based on Health Zone and/or Rows, to promote Social Distancing. I agree to adhere to break time as designated by the Course Instructor. \_\_\_\_\_
9. I understand that the supply of the following items may be limited over the duration of the Course and therefore agree to bring such items for my own personal use: \_\_\_\_\_
  - a. Hand Sanitizer and Disinfectant Wipes
  - b. Kleenex
  - c. Personal Mask [if desired]
  - d. Personal "Sippy Cups" [for hot/cold beverages]
  - e. Notepads, Pens, Highlighters, Sticky Notes
  - f. Prepacked breakfast, lunch, and snacks [if desired]
10. I understand that Karen Koogler [Course Instructor] falls into the CDC category of Vulnerable Population and, as such, must maintain full Social Distancing throughout the duration of the Course. I therefore agree to maintain a minimum of 6' distance from her at all times, including but not limited to breaks and lunch periods. \_\_\_\_\_

11. I understand that facemasks are required in all indoor public spaces but are optional within the meeting room. I agree that I should bring my own personal supply of facemasks with me to class. \_\_\_\_\_
12. I agree – regardless of my personal beliefs regarding COVID-19, Social Distancing, facemasks, and other health and safety measures – to refrain from aggressive [“shaming”] behavior toward others who may hold alternate personal beliefs. I further understand that in a group of people with differing beliefs – all of whom are relatively NEW to CDC recommendations within a group environment – that if someone gets too close to me or otherwise engages in actions [e.g., wearing a facemask or refusing to wear a facemask] with which I disagree, it is MY responsibility to walk away rather than confront the person. \_\_\_\_\_

By signing this Agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 while attending the multi-day Traditional [in-person] Classroom session of the 40-Hour Course held at the Oldsmar Hampton Inn and Suites. I understand that the risk of becoming exposed to or infected by COVID-19 during this time may result from the actions, omissions, or negligence of recommended health and safety measures by myself and/or others.

Based on my choice to attend the 40-Hour Course in person, I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with my attendance. On my behalf, and on behalf of my heirs, executors, administrators, personal representatives, and assigns, I hereby release, covenant not to sue, discharge, and hold harmless The Koogler Group, LLC and the Oldsmar Hampton Inn and Suites, their employees, agents, and representatives, of and from any claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of The Koogler Group, LLC and the Oldsmar Hampton Inn and Suites, their employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after Scheduled Course dates.

\_\_\_\_\_ [Signature]

\_\_\_\_\_ [Print Name]

**REMINDER: PLEASE BRING THE COMPLETED, INITIALLED AND SIGNED FORM WITH YOU TO CLASS AND LEAVE AT THE REGISTRATION DESK. THANK YOU.**